

2021-2022 SBRN SOLICITATION FREQUENTLY ASKED QUESTIONS

(As of 12/30/21 The most current FAQ supersedes previous versions and the written responses in this document should be considered primary over any other sources)

FINANCIAL

Does all the funding go to King County/Western WA or is the funding spread across the state?

Funding is not predetermined or dedicated to specific parts of the state. New organizations that receive contracts and funding will be assessed on a variety of factors including geographic areas, and the communities that the organization serves.

What projects/initiatives can we use the funds for? Can we leverage funding for business support services from other sources?

- Funding from this contract must be used for the work noted in the scope of work. View the scope of work page here: [SBRN Member Solicitation 12-1-2021.pdf \(wa.gov\)](#).
- Budget Line Items include (Salaries/Benefits, Professional service contracts, Goods or other services, Travel, Equipment/supplies and Non-direct costs).
- Leveraged funds from other sources may be used to enhance your support services. However, your organization must be able to clearly document (timesheets, payroll and/or fiscal records) and keep separate various funding sources so there is no double dipping or double counting.

Is this funding available beyond June 2022?

Yes. An option to renew contracts for an additional state fiscal year (July 2022 through June 2023) will be extended to contractors in good standing who are interested in continuing the scope of work as a member of the SBRN. Funding for the additional year has yet to be determined, but is anticipated to be annualized and take prior performance into consideration.

ORGANIZATION INFORMATION MEMBERSHIP APPLICATIONS

Are you accepting applications from membership organizations?

Yes, membership organizations can apply. Please note that all contracted members of the Small Business Resiliency Network (SBRN) are asked to ensure that the outreach and technical assistance that they provide is at no cost to entrepreneurs, small businesses and nonprofits and is provided regardless of membership status.

Why does my board, leadership and staff have to be 51% reflective of the communities we serve?

- Network members are distinctive from mainstream business organizations in that they are trusted messengers within the communities they serve.
- The board, leadership and staff that reflect the communities they serve allows an organization to provide highly specialized culturally relevant and in-language business assistance.
- The collective outreach and technical assistance provided by Network members enables Commerce to improve reach and support in historically marginalized communities.

Is the 51% requirement for an organization's board, leadership and staff to be reflective of the community(ies) served combined or separate for each category.

Separate for each category. Part of the Eligibility Criteria is 51% or higher in each category, not combined.

What can we do to position us as a good candidate when we apply?

Clearly explain in your Membership Information application your organization's:

- Experience as a trusted community messenger
- Community(ies) the organization serves
- Geographic areas the organization serves
- Estimated ability to reach small businesses within the community served
- Depth and breadth of services provided to historically marginalized and underserved communities

What kind of community reach or coverage is Commerce expecting of an organization?

- Geographic Reach or Coverage: The areas the organization currently serves and is established as a trusted messenger
- Community Reach or Coverage: Historically marginalized and underserved communities for which the organization is a trusted messenger and is primarily focused on

If a current network member serves the same community that a new applicant serves, how will that effect the new organization's application?

New organization information applications will be assessed on a variety of factors including the level of service already provided by current members.

If there are no current network members serving a particular community that a new applicant serves, how will that effect the new organization's application?

Commerce will evaluate applications from eligible organizations on a variety of criteria including but not limited to the communities served, geographic regions and level of service already provided by current members.

Can the Organization Information Membership Application be saved so you can return to the document at a different time and complete it?

No the application needs to be completed in one sitting. There is no save and return option.

Do you have a Word version of the application?

No. There is a PDF version that you can access directly on the [solicitation pages](#). You can prepare your written answers for the Organization Information Membership Application in a separate word processing program (like Word) and then cut and paste that written text into the official Organization Information Membership Application found [here](#).

Does the Organization Information Membership Application have a character or word limit in the narrative sections?

No. But if you have problems when providing long narrative text, you can upload your longer narrative text as a separate document when you upload your organization chart.

Are you accepting applications from for-profit organizations?

No.

When do you need to be recognized/registered in the State of Washington as a nonprofit?

As of the contract start date.

We don't feel ready to apply for this Commerce SBRN contract, is there a way to stay informed without formally applying for membership?

Yes. Please email SBRN and let us know you are interested in staying informed. SBRN@commerce.wa.gov

Please sign up to get email updates on the SBRN website <https://www.commerce.wa.gov/serving-communities/technical-assistance-from-trusted-community-messengers/>

Once we get the network members under contract in 2022 we can then discuss other types of collaboration.

SCOPE OF WORK

Are there opportunities for cross organizational sharing opportunities and working together?

Yes. The goal is to for SBRN member organizations to partner with Commerce as a collective group of community-based organizations to directly support small businesses owned by historically marginalized and underserved persons.

Would we be able to hire a person to do this work?

Yes. We understand that there may be work that you are already providing and work that you are not. Adding an additional staff member (part time, contractor, full time etc.) to complete the work within the scope of work is allowable.

Can the technical assistance a member organization provides to a small businesses include book keeping, or other similar issues that are prohibiting a business from taking the next step or holding back growth?

Yes. The Small Business Resiliency Network focuses on serving historically underserved and underrepresented entrepreneurs, small businesses and nonprofits that normally would not access traditional/conventional/mainstream business services.

Can I subcontract work that our organization is unable to do?

Yes. As a Small Business Resiliency Network member, the member organization is able to subcontract work within the scope of work but must receive pre-approval from Commerce before work begins.

What is the process from start to finish?

Membership Application – Organization Information forms due. Application form located at https://bit.ly/32KvDaX	January 7, 2022 5:00 pm PST
Commerce will review the Membership Application – Organization Information forms for eligibility and consult with current SBRN members.	January 10–14, 2022
Eligible organizations will be notified and invited to complete and submit a Membership Application – Scope of Work form	January 17, 2022
Membership Application – Scope of Work forms due	January 28, 2022 5:00 pm PST
Evaluation/Scoring of Membership Application – Scope of Work forms	January 31–February 4, 2022
Organizations that submitted Membership Application – Scope of Work forms will be informed of status	February 8, 2022
Debrief conferences held as requested for those organizations not selected	February 9–11, 2022
Negotiate contract	February 8–18, 2022
Begin contract work	February—Early March 2022

Where do we explain how we will do the work within the membership application Organization Information forms due on January 7th?

The Organization Information form doesn't require you to explain how you will do the Scope of Work. Eligible organizations will be notified and invited to complete and submit an additional Membership Application – Scope of Work form that will be due on January 17. The Scope of Work form is where you will explain how your organization would accomplish the necessary tasks.

Is the intake/business assessment form referenced in the scope of work provided for us or is it something we have to develop?

Per the scope of work, the "Contractor shall conduct small business needs assessments on all new clients using a culturally appropriate intake, assessment and technical assistance tool." A contracted SBRN member organization can use their own intake and assessment tool or use one provided by Commerce.

Do the translators have to be certified?

Per the Scope of Work, tasks listed in black font are the minimum required tasks, and the tasks listed in green font are encouraged services that go above and beyond the minimum required tasks. Verbal interpretation services are in black font and thus are a task which is on an as needed basis and does not require certification but rather cultural competency. Written translation is in green font and thus is an optional task. If the contractor is able to provide written translations on its own or via a subcontracted translation service it is expected they can do so in a manner which will accurately communicate information in the primary languages your clients read and understand. No specific certification is required, although using certified translation services may help increase accurate communication.

COMMUNITY FOCUSED

Some of the business owners that we work with are undocumented, and or have disabilities. Is this an issue? Are they eligible in this program?

The Small Business Resiliency Network prioritizes providing outreach and technical assistance in communities who have historically struggled to have full access to information and funding opportunities. This can apply to ethnic or racial communities, people with disabilities, Indigenous groups, LGBTQIA+ and others.

Our organization works with multiple historically marginalized and underserved communities throughout Washington state. Is our work with women, low-income, and veteran entrepreneurs eligible under this opportunity?

Yes

Is the Small Business Resiliency Network (SBRN) affiliated with/the same as SCORE (<https://www.score.org/>) or WA State Microenterprise Association (<https://www.wamicrobiz.org/>) or Associate Economic Development Organizations (ADO) <https://www.commerce.wa.gov/growing-the-economy/local-economic-partnerships/>

No

WHERE CAN I FIND...

The application

<https://bit.ly/32KvDaX>

The PDF of the application<https://www.commerce.wa.gov/contracting-with-commerce/small-business-resiliency-network-member-solicitation/>

The Solicitation

<https://www.commerce.wa.gov/contracting-with-commerce/small-business-resiliency-network-member-solicitation/>

The SBRN webpage

<https://www.commerce.wa.gov/serving-communities/technical-assistance-from-trusted-community-messengers/>

The recording of the two information sessions

December 8, 2021

https://wastatecommerce.zoom.us/rec/share/gkXgFNTRHukSJFhLeipZEK_RkO8IPdzkRWfIW05OS7sX4VIs2s_HlcAYWU_rZVhoi.qb9kHYYgDvqa05O1 Passcode: +7*IC&+Z

December 15, 2021 TBD

https://wastatecommerce.zoom.us/rec/share/uYKDyVqjdQIs_MZyUAUkUJY_SlfCBiTmSBPHNddfkOEKGgeecuH8C21yBq1BUpQle_YY5GWXYil3PI6hC Passcode: 1kAc%9H\$

The PowerPoint given in the information sessions

<https://www.commerce.wa.gov/contracting-with-commerce/small-business-resiliency-network-member-solicitation/>

The FAQ

<https://www.commerce.wa.gov/contracting-with-commerce/small-business-resiliency-network-member-solicitation/>